

A photograph of the Georgia State Capitol building at night. The building is illuminated with warm yellow lights, and its large dome is topped with a statue. The sky is a deep blue. In the foreground, there are dark silhouettes of trees and a street lamp. A blue diagonal line runs across the bottom of the image.

Department of Administrative Services
Lead. Empower. Collaborate.

Team Georgia Marketplace – What's In It For Me?

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February 12, 2020

Agenda

- **Introductions**
- **What is Team Georgia Marketplace?**
- **Georgia Procurement Registry**
 - How to Access
 - Bid Search
 - Supplier Search
 - NIGP Search
 - Resources
- **eSupplier Portal**
 - Bidding Opportunities
 - Registration
 - Security/Company Profile
- **Questions**



What is Team Georgia Marketplace?

- **TGM consists of a suite of systems that the State of Georgia uses for all Procurement activities.**
- **Oracle's PeopleSoft Employee Portal – location where State and Technical College buyers create solicitations/events to post for bid. Notices for these bids will be posted on the Georgia Procurement Registry.**
- **Georgia Procurement Registry – public facing site that contains ALL solicitations posted for bid. This includes all State agencies, colleges/universities, and local entities. It has been mandated by the Georgia General Assembly that all solicitations must be posted here.**
 - **Events also get created here. If an event is created in the GPR, it will be bid on in the GPR. Registration is not required.**
- **Oracle's PeopleSoft eSupplier Portal – location where bidders will bid on events; must be registered to bid. Come here to bid on solicitations for State Agencies and Technical Colleges that were created in our Employee Portal.**

GPR and the eSupplier Portal

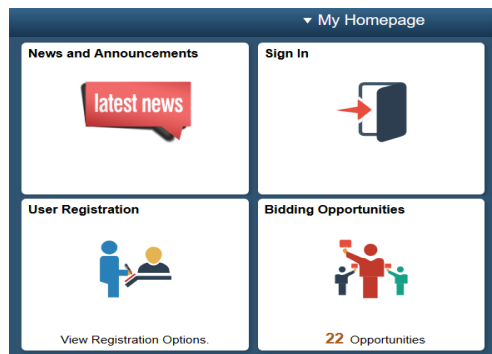
Oracle's PeopleSoft



Employee Portal
Used by State
Agencies

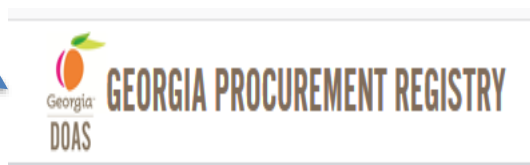
Solicitations/Events
Are Created

Sent to the
GPR



eSupplier Portal
Used by Registered
Bidders

Bidder must log into
the eSupplier Portal to
place a bid on
solicitations/events
created in the PS
Employee Portal

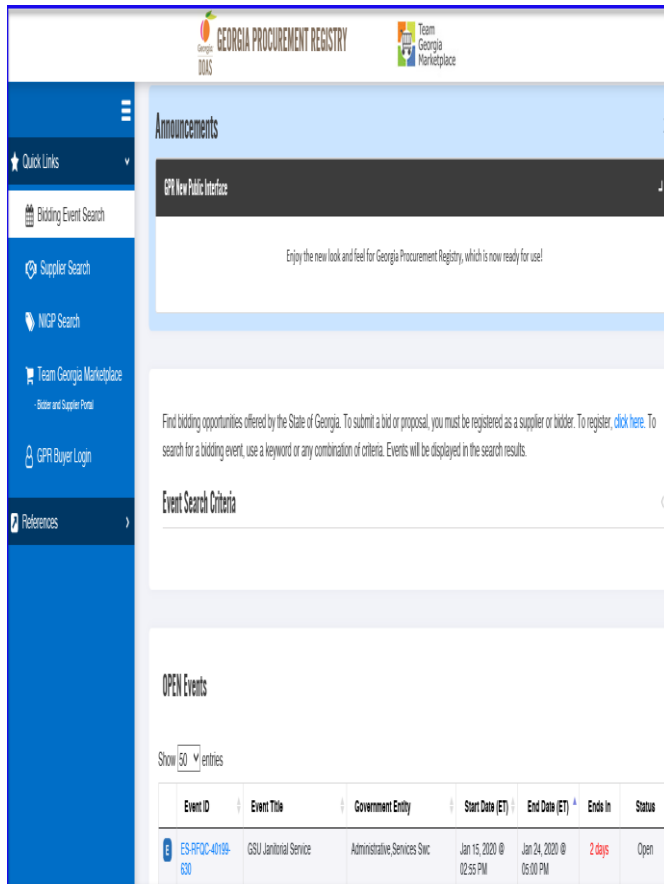


GPR

- Public facing portal that has ALL events posted – registration not required
- Non-PS events are created directly in the GPR by other State entities, such as schools, universities, cities, counties, etc.
- Electronic bid events created on the GPR begin with ES
- Paper Bid events are identified by a naming convention determined by the creator (buyer)
- PS events begin with a 5-digit number followed by a 10-digit identifier

Georgia Procurement Registry

GPR- New Design and Functionality



GEORGIA PROCUREMENT REGISTRY

Announcements

GPR New Public Interface

Enjoy the new look and feel for Georgia Procurement Registry, which is now ready for use!

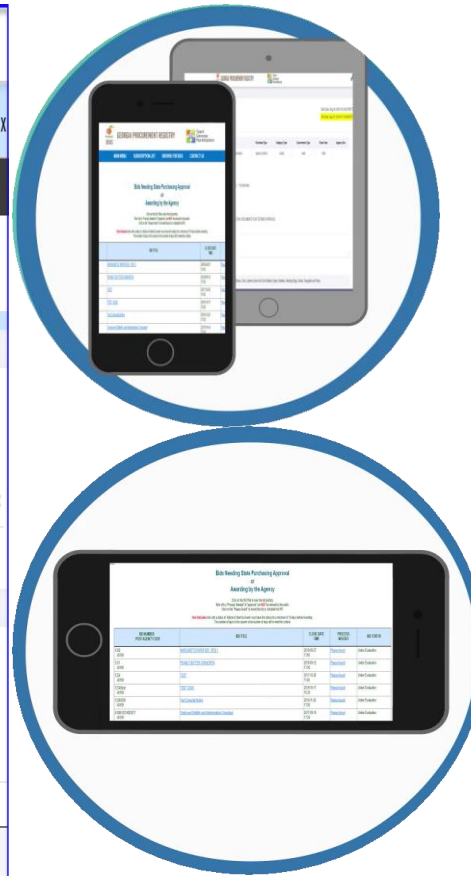
Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

OPEN Events

Show 50 entries

Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
ES-RFQC-4009-630	GSU Janitorial Service	Administrative Services Svc	Jan 15, 2020 @ 02:55 PM	Jan 24, 2020 @ 05:00 PM	2 days	Open



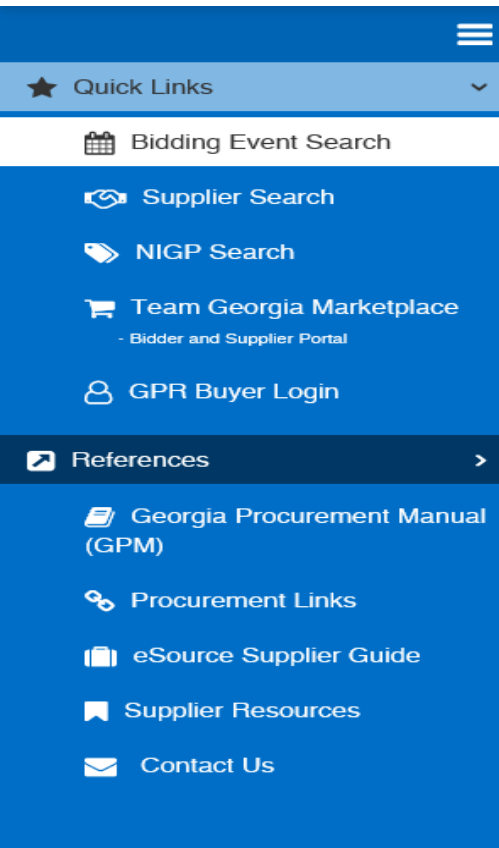
Suppliers accessing the GPR public site, will enjoy several enhancements, such as:

improved navigation, ability to access and view the GPR on a smart phone or tablet, option to view the GPR in landscape position or portrait position for better user experience.

and additional bid search criteria options.



> *Quick Links and References*

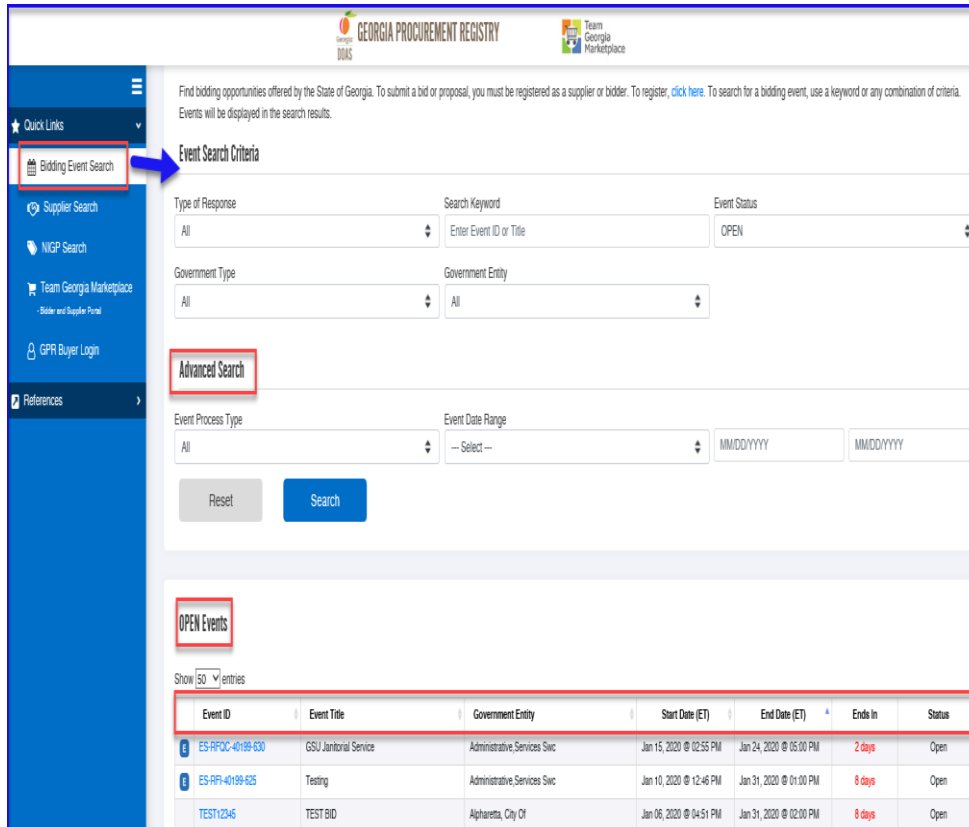


As part of the new Georgia Procurement Registry public interface, Quick Links and References are available on the upper left navigation Menu.

Access to Quick Links to make it easier to help the users to search for the bids that are posted by State and Local buyers based on specific commodities or services, Suppliers search, NIGP Codes search, Link to TGM for supplier registration and profile maintenance and link for State and Local buyers to post their agency bids.

References are available to access key resources like GPM, Several Procurement related links, eSource Supplier guide and several supplier resources links.

> Bidding Event Search with new functionality



GEORGIA PROCUREMENT REGISTRY

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

Type of Response: All
Search Keyword: Enter Event ID or Title
Event Status: OPEN

Government Type: All
Government Entity: All

Advanced Search

Event Process Type: All
Event Date Range: -- Select --
MM/DD/YYYY MM/DD/YYYY

Reset Search

OPEN Events

Show 50 entries

Event ID	Event Title	Government Entity	Start Date (ET)	End Date (ET)	Ends In	Status
ES-RFQC-40199-630	GSU Janitorial Service	Administrative Services Sec	Jan 15, 2020 @ 12:55 PM	Jan 24, 2020 @ 15:00 PM	2 days	Open
ES-RFQ-40199-625	Testing	Administrative Services Sec	Jan 10, 2020 @ 12:46 PM	Jan 31, 2020 @ 01:00 PM	8 days	Open
TEST12345	TEST BID	Alpharetta, City Of	Jan 06, 2020 @ 04:51 PM	Jan 31, 2020 @ 02:00 PM	8 days	Open

- Under *Bidding Event Search* section, the *Advanced Search feature* is the new way to search the bids based on the **EVENT PROCESS TYPE** as well as the bid's Starting and Ending Date Range.
- The search result also shows the number of days, bid *Ends In*.
- The search is further sortable by Event ID, Event Title, Government Entity, Start Date and End Date.

> Supplier Search

Georgia Procurement Registry

Team Georgia Marketplace

To search the list of suppliers and bidders, use a keyword or any combination of criteria. Suppliers and Bidders will be displayed in the search results.

Supplier Search Criteria

Company Name City State

Begins With


Zip Code GA Resident ☐ Yes ☐ No

Minority Groups Minority Suppliers ☐ Certified ☐ Not Certified ☒ All

Select One or Multiple Types of Suppliers:

- All Suppliers
- Service Disabled Veteran Owned Business
- Veteran Owned Business
- Non Veteran Owned Business
- Small Business
- Women Owned Business

[Product \(NIGP Code\) Search Criteria](#)

☐ I'm not a robot  This field is required.

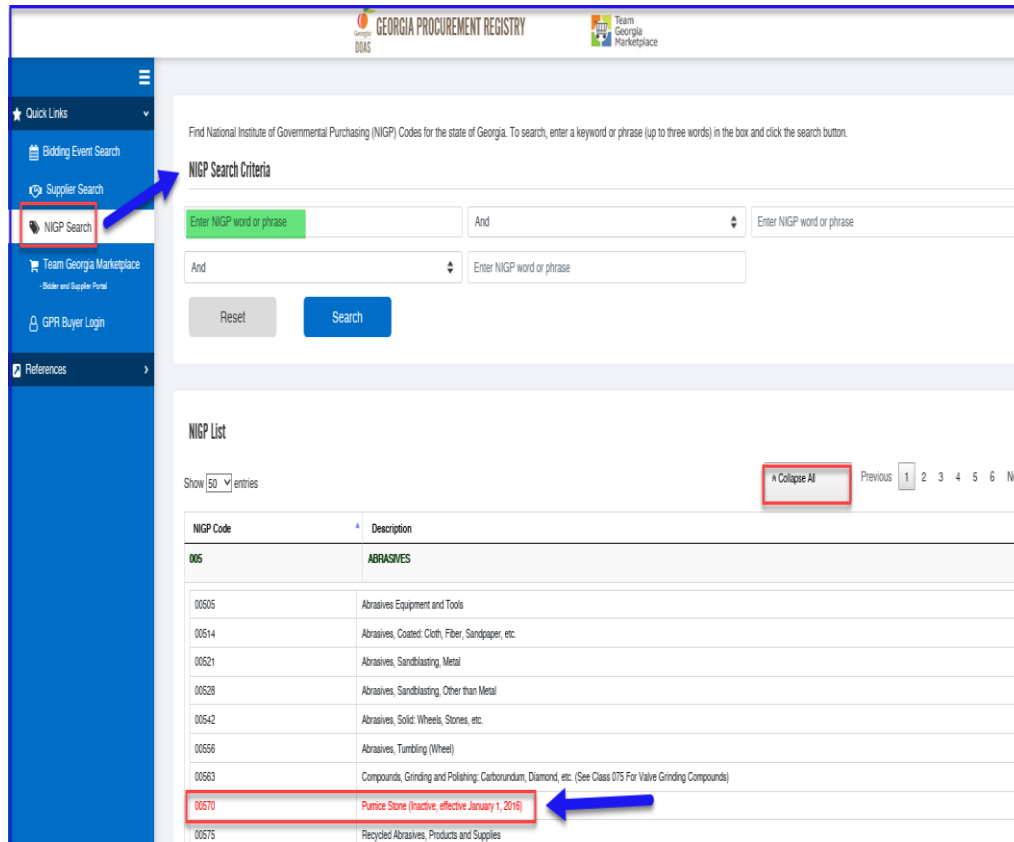
Supplier List

Show entries

Company	City	State	GA Resident	Small Business	Certified Minority Vendors
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Suppliers who are registered with State Of Georgia, can be searched based on their classification type as well.

> NIGP Code Search



Find National Institute of Governmental Purchasing (NIGP) Codes for the state of Georgia. To search, enter a keyword or phrase (up to three words) in the box and click the search button.

NIGP Search Criteria

Enter NIGP word or phrase And Enter NIGP word or phrase

And Enter NIGP word or phrase

NIGP List

Show entries Previous 2 3 4 5 6 Next

NIGP Code	Description
005	ABRASIVES
00505	Abrasives Equipment and Tools
00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
00521	Abrasives, Sandblasting, Metal
00528	Abrasives, Sandblasting, Other than Metal
00542	Abrasives, Solid: Wheels, Stones, etc.
00556	Abrasives, Tumbling (Wheel)
00563	Compounds, Grinding and Polishing: Carborundum, Diamond, etc. (See Class 075 For Valve Grinding Compounds)
00570	Pumice Stone (Inactive, effective January 1, 2016)
00575	Recycled Abrasives, Products and Supplies

NIGP Codes can be searched with the help of word or phrase.

All the inactive NIGP codes will be listed in red.

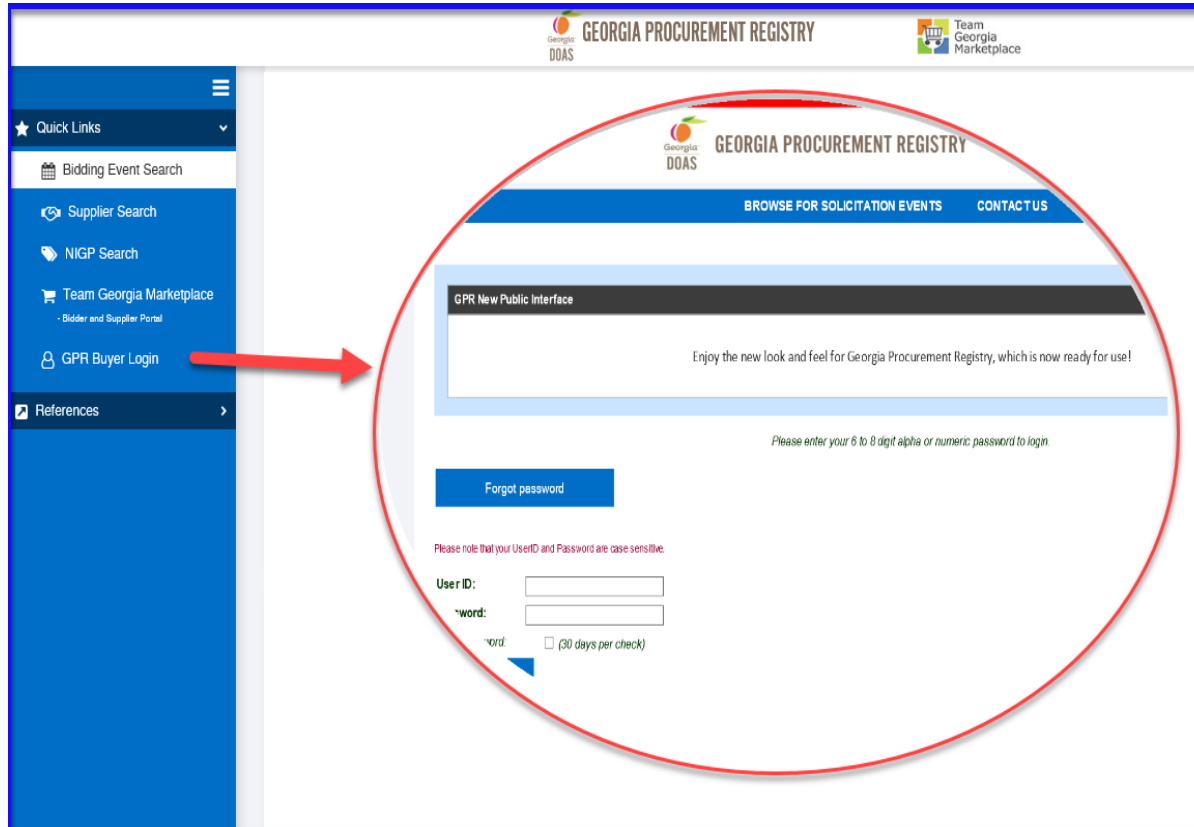
The list can be expanded or collapsed.

>Team Georgia Marketplace - Bidder and Supplier portal



- *Team Georgia Marketplace Bidder and Supplier portal link will open in new window for registration and profile maintenance task for bidders and supplier.*

> GPR Buyer Login



Georgia DOAS GEORGIA PROCUREMENT REGISTRY Team Georgia Marketplace

Quick Links

- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace Bidder and Supplier Portal
- GPR Buyer Login**
- References

GEORGIA PROCUREMENT REGISTRY

BROWSE FOR SOLICITATION EVENTS CONTACT US

GPR New Public Interface

Enjoy the new look and feel for Georgia Procurement Registry, which is now ready for use!

Please enter your 6 to 8 digit alpha or numeric password to login.

Forgot password

Please note that your UserID and Password are case sensitive.

User ID:

word:

word ☐ (30 days per check)

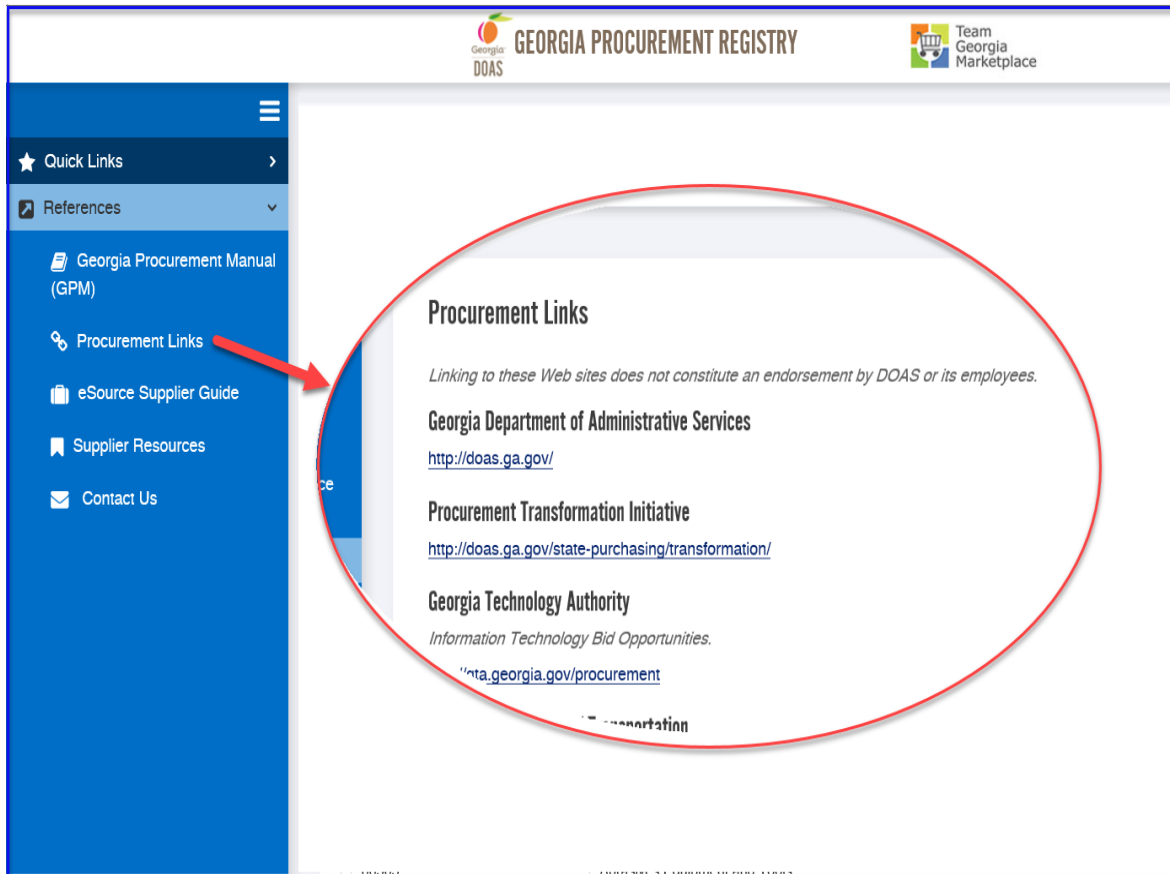
- *GPR Buyer Login link will allow State and Local Buyers to login on new window to post and maintain their bids.*

> Georgia Procurement Manual (GPM)



Georgia Procurement Manual(GPM) link is available on the main page as a reference for all suppliers as well as State and Local buyers.

> Procurement Links



Georgia Procurement Registry

Team Georgia Marketplace

Quick Links

References

Georgia Procurement Manual (GPM)

Procurement Links

eSource Supplier Guide

Supplier Resources

Contact Us

Procurement Links

Linking to these Web sites does not constitute an endorsement by DOAS or its employees.

Georgia Department of Administrative Services
<http://doas.ga.gov/>

Procurement Transformation Initiative
<http://doas.ga.gov/state-purchasing/transformation/>

Georgia Technology Authority
Information Technology Bid Opportunities.
nta.georgia.gov/procurement

Georgia Transportation

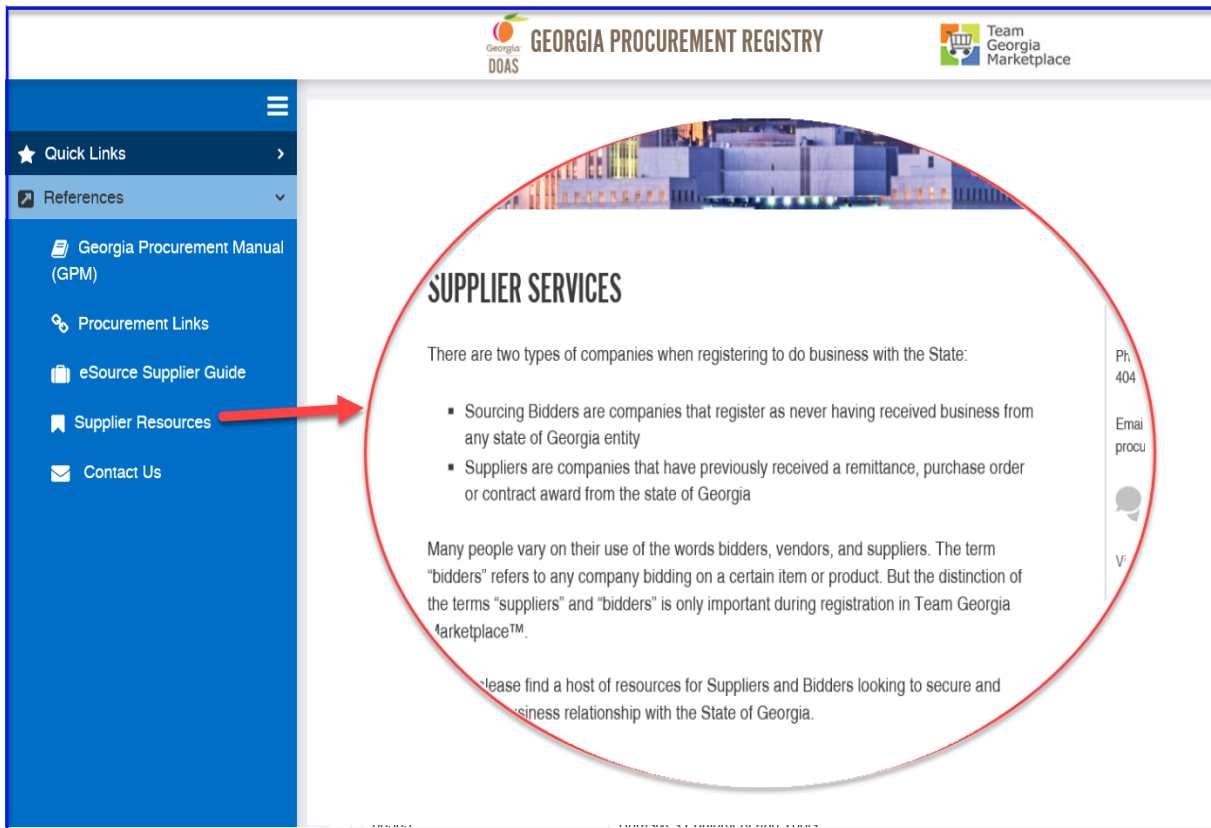
Additional procurement links are also available on main page like DOAS, GTA, DOT, NIGP, NASPO, NCMA site links.

> eSource Supplier Guide



eSource Supplier Guide link is available on the main page as a reference for all suppliers.

> Supplier Resources



The screenshot shows the Georgia Procurement Registry website. The header includes the Georgia DOAS logo, the text "GEORGIA PROCUREMENT REGISTRY", and the Team Georgia Marketplace logo. The left sidebar contains a menu with the following items: Quick Links, References, Georgia Procurement Manual (GPM), Procurement Links, eSource Supplier Guide, **Supplier Resources** (highlighted with a red arrow), and Contact Us. The main content area features a red circle around the "SUPPLIER SERVICES" section. This section includes a header image of a building at night, the title "SUPPLIER SERVICES", and text explaining the two types of companies when registering to do business with the State: Sourcing Bidders and Suppliers. It also provides a definition for the term "bidders" and mentions a host of resources for Suppliers and Bidders.

SUPPLIER SERVICES

There are two types of companies when registering to do business with the State:

- Sourcing Bidders are companies that register as never having received business from any state of Georgia entity
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia

Many people vary on their use of the words bidders, vendors, and suppliers. The term "bidders" refers to any company bidding on a certain item or product. But the distinction of the terms "suppliers" and "bidders" is only important during registration in Team Georgia Marketplace™.

Please find a host of resources for Suppliers and Bidders looking to secure and business relationship with the State of Georgia.

A Supplier resource link is also available to provide details related to bids and contracts, training for supplier, Minority Business Certification, FAQs, quarterly sales reports, virtual payables and many more.



> Searching for Events – Public View

GEORGIA PROCUREMENT REGISTRY

Quick Links

Bidding Event Search

Supplier Search

NIGP Search

Team Georgia Marketplace
- Bidder and Supplier Portal

GPR Buyer Login

References

Architectural Services

Start Date: Jan 02, 2020 @ 09:59 AM ET
End Date: Jan 17, 2020 @ 05:00 PM ET
Ends In: 1 days

Event Details Documents Respond to Event

Event ID	Event Type	Event Status	Purchase Type	Category Type	Government Type	Fiscal Year	Agency Site
ES-RFP-40199-613	RFP	open	State Entity Contract	Services/Special Projects	state	2020	Link

40199 ADMINISTRATIVE,SERVICES SWC

Buyer Contact:
Auld, Joyce joyce.auld@doas.ga.gov 404-656-6131

A list of events that match the criteria you entered displays. Locate your specific event and click on the blue hyperlink under Event ID. Clicking on the blue hyperlink brings up the Bid Information sheet - Provides all the details of the bid opportunity. To see documents posted with the event, click Documents tab. To respond, click Respond to Event tab.



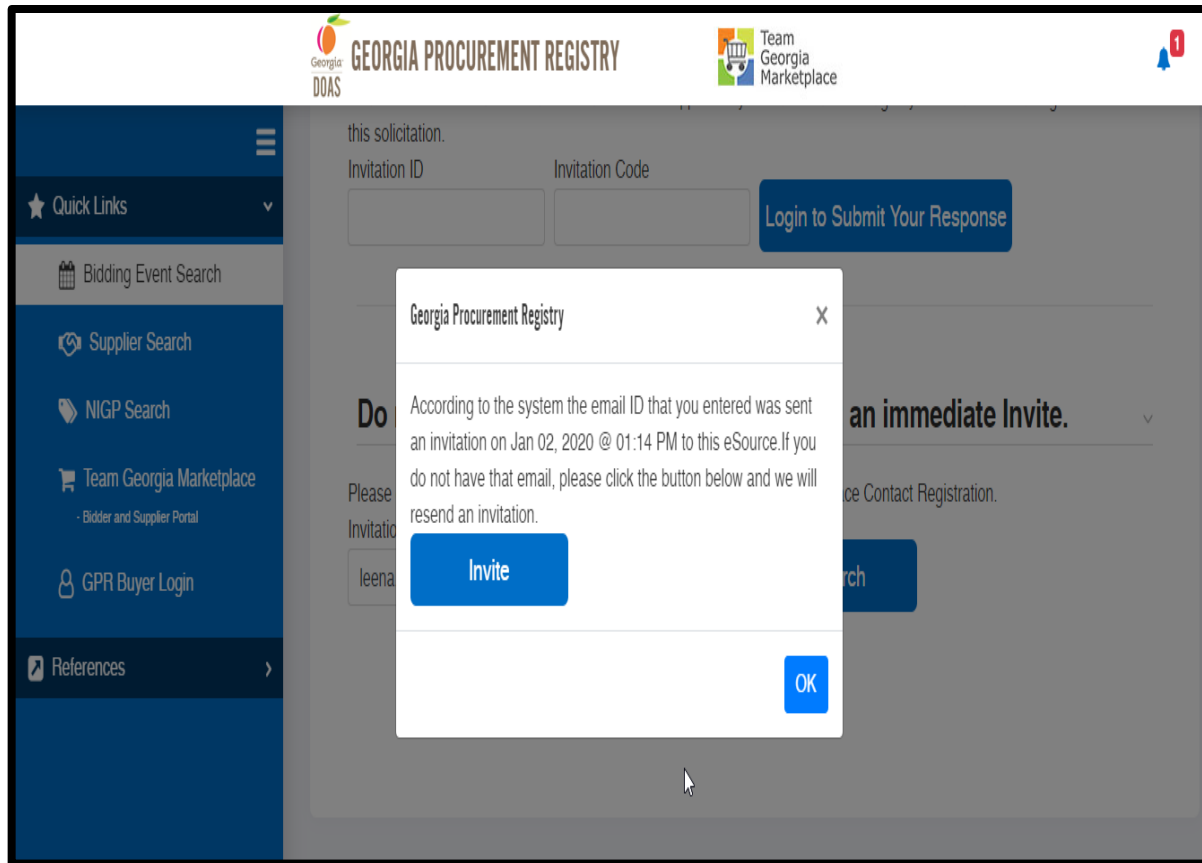
> Searching for Events – Public View

The screenshot shows the Georgia Procurement Registry (GPR) public view. At the top, there's a header with the Georgia DOAS logo, "GEORGIA PROCUREMENT REGISTRY", and the Team Georgia Marketplace logo. Below the header, there's a navigation bar with "Quick Links" and a dropdown menu containing "Bidding Event Search", "Supplier Search", "NIGP Search", "Team Georgia Marketplace - Bidder and Supplier Portal", and "GPR Buyer Login". The main content area displays the details of a specific event: "ES-RFP-40199-613", "Architectural Services", and "Jan 17, 2020 @ 05:00 PM". Below this, there's a section titled "Have an eSource Invite ?" with a dropdown arrow. The text below reads: "Please enter the Invitation-ID and Invitation Code supplied to you in an email message by The State Purchasing Division for this solicitation." There are two input fields for "Invitation ID" and "Invitation Code", and a blue button labeled "Login to Submit Your Response". Below this, there's another section titled "Do not have an invite? Click here to Request an immediate Invite." with a dropdown arrow. The text below reads: "Please enter your email address that is used for your Team Georgia Marketplace Contact Registration." There is an input field for "Email Id" and a blue button labeled "Search".

Suppliers can view posted event by entering the eSource application from the public site. When the supplier finds an event using the Public Site, the supplier can click on the event.



> Searching for Events – Public View



Once the supplier submits his/her request, this screen displays to indicate to the supplier that an email notification was already sent. At this point, the supplier can click on Invite to have the email notification resent to him/her or click on OK to return to eSource summary information.



> Searching for Events – Public View

From: mbhagam@doas.ga.gov Sent: Sun 6/9/2013 12:26 PM
To: Test, GPR
Cc:
Subject: eSource Announcement to Suppliers, Ref: ES-RFQ-48400-1375

This solicitation entitled, Pest Control , is accessible for on-line viewing and reply. It will close on 06/28/2013 @ 01:00 PM.


To access this solicitation, the following system USER-ID and PASSWORD are required.

NOTE: The USER-ID and PASSWORD are provided for this solicitation only. They are not related to your user name and password in the registration system. Your USER-ID and PASSWORD will remain valid until this solicitation closes.

USER-ID: fs91mtp3@sao.ga.gov
PASSWORD: eq23NJOERL

Click on the link below to access the eSource system:
http://10.50.4.46:8082/eSourceDevTest/EQ_vendor_login.jsp?N=583709

Registered suppliers receive an email announcing the availability of a bid opportunity.

 **GEORGIA PROCUREMENT REGISTRY** 

State of Georgia eSource System

GPR New Public Interface

Enjoy the new look and feel for Georgia Procurement Registry, which is now ready for use!

Supplier Response	
eSource Number:	ES-RFP-40199-613
eSource Title:	Architectural Services
eSource Close Date/Time:	01/17/2020 05:00 PM EST
Supplier Company Name:	PES STRUCTURAL ENGINEERS INC
Supplier Contact:	CAR GERST

This system will give you the ability to respond online to this eSource. All supplier responses must be submitted prior to the eSource Close Date/Time. **(01/17/2020 05:00 PM)**



Please enter the Invitation-ID and Invitation Code supplied to you in an email message by The State Purchasing Division for this solicitation.

Invitation-ID:
Invitation Code:

Supplier should copy and paste the USER ID and Password in the email received above



> Searching for Events – Public View

**GEORGIA PROCUREMENT REGISTRY**

eSource Summary Information



eSource Number	ES-RFP-40199-613
Agency Name	40199 ADMINISTRATIVE SERVICES SWC
Solicitation Process	RFP
Purchase Type	State Entity Contract
Category Type	Services/Special Projects
Contact Name	Auld, Joyce
Contact Phone	404-656-6131
Contact Email	joyce.auld@doas.ga.gov
Fiscal Year	2020
eSource Title	Architectural Services
eSource Description	Test for screenshots
eSource Released Date	01/02/2020 09:59 AM
Closing Date/time	01/17/2020 @ 5:00 PM
NIGP Code Selection:	90610 — Buildings, Architectural Design Services.
Documents	eRFP Document eRFP CostSheet Mandatory Scored Response Worksheet Mandatory Response Worksheet

Supplier's Guide to eSource

Suppliers have access to header level documentation and line level attachments. When the supplier accesses the eSource event, eSource presents the supplier with the decision to Respond Now or Respond at a later Time.



> Searching for Events – Public View

 **GEORGIA PROCUREMENT REGISTRY** 

eSource Supplier Response Form

New Response

Note: * Required Information This Session will expire in: **59:48**

eSource Number:	ES-RFP-40199-613
Solicitation Process	RFP
Purchase Type	State Entity Contract
Category Type	Services/Special Projects
eSource Title:	Architectural Services
Agency Name:	40199 ADMINISTRATIVE SERVICES SWC
Buyer Name:	Auld, Joyce
Buyer Phone:	404-656-6131
Buyer Email:	joyce.auld@doas.ga.gov
Fiscal Year:	2020
eSource Released Date/Time:	01/02/2020 09:59 AM
Closing Date/Time:	01/17/2020 @ 05:00 PM
NIGP Code Selection:	90610-Buildings, Architectural Design Services

Download review/complete these documents:

[Download Multiple Documents](#)

[eRFP Document](#)
[eRFP Cost Sheet](#)
[Mandatory Scored Response Worksheet](#)
[Mandatory Response Worksheet](#)

* Update Your Supplier General Information
Please Make Sure to Click Submit in the Form

* Name of Person submitting response:

* Email Address:

* Phone Number:

Comments:

* Response Documents:
Maximum document size 50 MegaBytes

Upload Completed Response Documents

[Terms and Conditions](#) [Certificate of Non-Collusion](#)

* ☐ I have read and agreed to Terms and Conditions & Certificate of Non-Collusion.

[Save Your Response](#)

Supplier's Guide to eSource

[Submit Your Response](#) [Log Off](#)

If the supplier decides to bid now, he/she clicks on the Bid Now button which displays this screen. This screen allows the supplier to do the following:

- Access the attached documents,*
- Attach documents to the eSource submittal*
- File name limited to 55 characters, Supplier information:*
 - Name*
 - Email Address, Business Phone Number, Any comments (500-character limit), Complete the Supplier General Information Form*



> Searching for Events – Public View

GEORGIA PROCUREMENT REGISTRY

eSource Supplier Response

eSource Number:	ES-RFQ-40199-638
eSource Title:	RFQ Test
eSource Close Date/Time:	01/22/2020 @ 01:00 PM EST
Your Total Amount:	\$2000

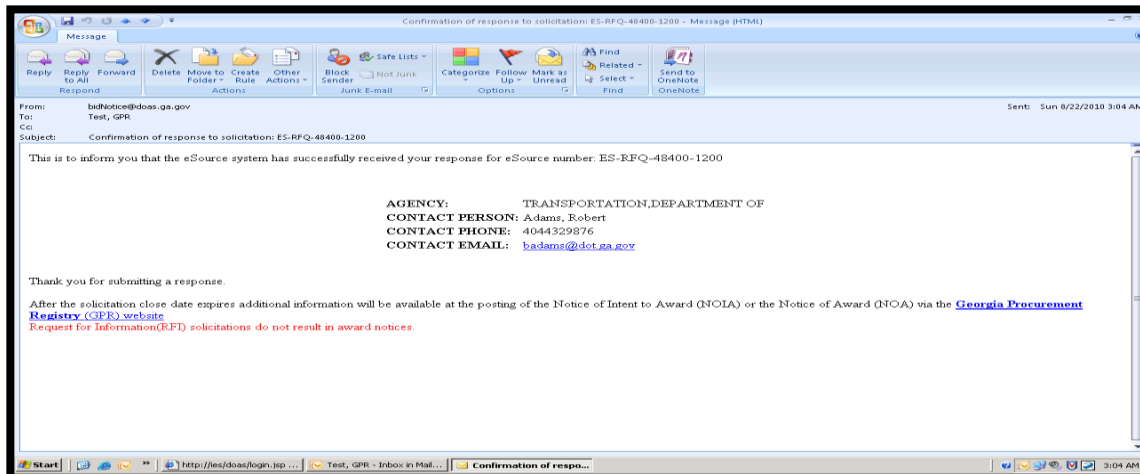
Your RFQ response has been recorded by the eSource system. Buyers will not be able to view any responses until after the solicitation closes. You will receive an email confirming the submission of your response. If you do not receive an email within 2 Hours please contact:

AGENCY: ADMINISTRATIVE SERVICES SWC
CONTACT PERSON: Russell, Lazerick
CONTACT PHONE: 4046560931
CONTACT EMAIL: lazerick.russell@doas.ga.gov

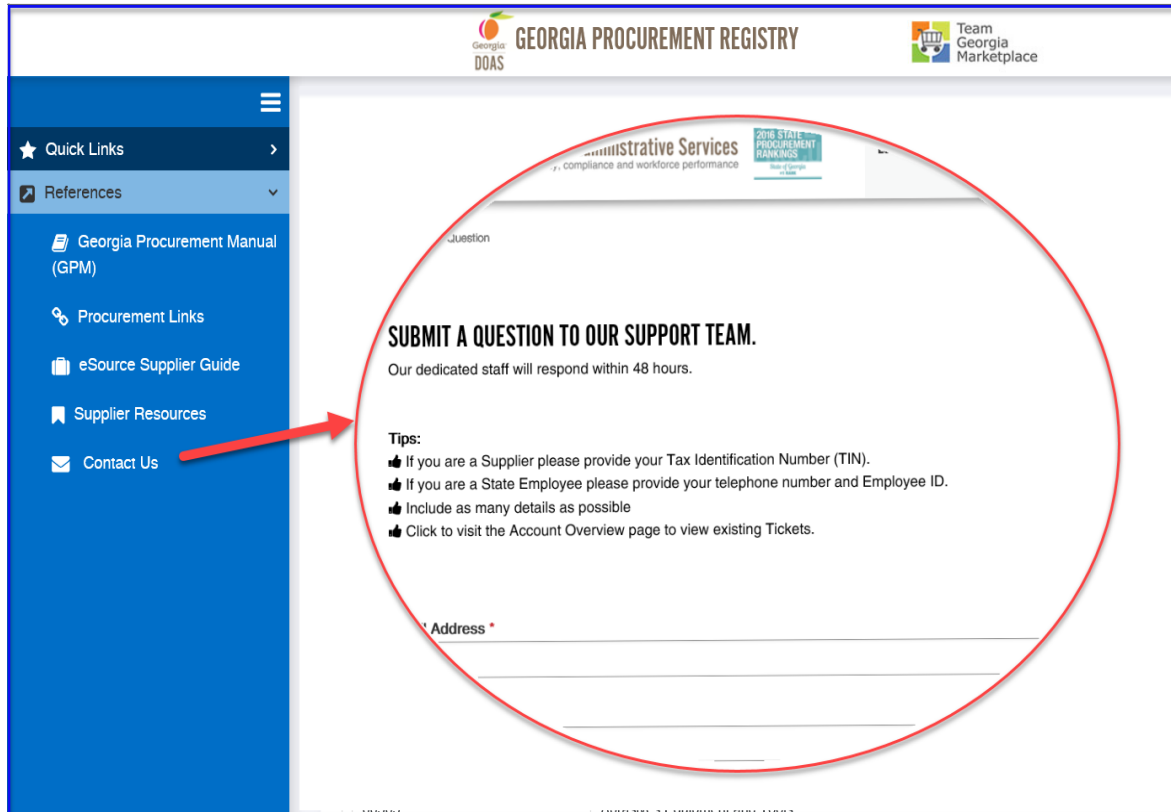
After the solicitation close date expires additional information will be available at the posting of the Notice Of Intent to Award (NOIA) or the Notice Of Award (NOA) via the [Georgia Procurement Registry \(GPR\) website](#)

[Close Window](#)

Once the supplier clicks OK, this screen displays to confirm submission of the response. The supplier receives an email similar to this one regarding the submittal of the bid response. If they do not receive a confirmation email within 2 hours, they are instructed to contact the Issuing Officer.



> Contact Us



Georgia DOAS

GEORGIA PROCUREMENT REGISTRY

Team Georgia Marketplace

Administrative Services
procurement, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Question

SUBMIT A QUESTION TO OUR SUPPORT TEAM.

Our dedicated staff will respond within 48 hours.

Tips:

- 👍 If you are a Supplier please provide your Tax Identification Number (TIN).
- 👍 If you are a State Employee please provide your telephone number and Employee ID.
- 👍 Include as many details as possible
- 👍 Click to visit the Account Overview page to view existing Tickets.

Address *

Contact Us link will take user to Submit A Question To Our Support Team page of DOAS site.





Procurement Help desk's email and phone details available on all pages.

eSupplier Portal





How Do I Get There?

- [Go to DOAS.ga.gov](https://DOAS.ga.gov)
- [Scroll down to MAY INTEREST YOU](#)
- [Click on the Team Georgia Marketplace Bidder and Supplier Portal link](#)





MOST FREQUENTLY ASKED

-  How Do I Get On A Statewide Contract?
-  How Do I Register As A Supplier?
-  How Do I Review Available Statewide Contracts?
-  Am I Eligible To Participate In The Surplus Property Program?

MAY INTEREST YOU

-  Review bid notices
-  Online auctions of government property
-  Team Georgia Marketplace Bidder and Supplier Portal
-  Team Georgia Learning

NEWS, EVENTS & ANNOUNCEMENTS

-  MARCH 2020 SUPPLIER WEBINAR
Mar. 11, 10:00 AM - 11:00 AM
-  SUPPLIER ORIENTATION-MARCH 2020
Mar. 4, 10:00 AM - 12:00 PM
-  SUPPLIER WEBINAR FEBRUARY 2020
Feb. 26, 10:00 AM - 11:00 AM
-  SUPPLIER ORIENTATION - FEBRUARY 2020
Feb. 5, 10:00 AM - 12:00 PM

[View All News, Events and Announcements](#)

eSupplier Portal – My Homepage

▼ My Homepage

News and Announcements



Sign In



Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

User Registration



[View Registration Options.](#)

Bidding Opportunities



22 Opportunities

- News and Announcements displays any information about upcoming holidays, system maintenance, etc.
- Important Notice displays some Terms and Conditions for using the portal
- Click on the User Registration tile to register in the eSupplier Portal. Registration is required to bid on events.
- The Bidding Opportunities tile displays a list of bidding opportunities currently open.
- Click on the Sign In tile to sign into the eSupplier Portal.

Bidder Secure Home Page

▼ Bidder Secure Home Page

News and Announcements



Bidding Opportunities



18 Events

Your WorkCenter



- News and Announcements are also available from your homepage.
- The Bidding Opportunities tile displays the events that you have accepted the invitation to bid on and public events.
- Click on Your WorkCenter to access your menu options.

Your WorkCenter

Your WorkCenter

Links

Maintain Company Information

Change My Password

My User Profile

Company Profile

Manage Events and Place Bids

View Events and Place Bids

My Event Activity

View Terms & Conditions

News And Announcements

News and Announcements

News and Announcements

Georgia Small Business Symposium

The Department of Administrative Services (DOAS), in collaboration with the Georgians First Commission, is hosting a one-day professional development/learning and networking symposium for small businesses.

Date: Wednesday, February 12, 2020
Location: DuBose Porter Conference Center, Oconee Fall Line Technical College, 560 Pinehill Rd, Dublin, GA 31021

Click [here](#) for more information.

SAO TeamWorks Financials CSC and DOAS/TGM TeamWorks Procurement Helpdesk will be available every business day in February 2020.

Thank you for your ongoing support. We look forward to serving you.

Monthly System Maintenance

Due to regularly scheduled maintenance, the TeamWorks Financials and Team Georgia MarketplaceTM applications will be unavailable on the first Sunday of each Month between 7:00 PM to 8:00 PM.

Thank you for your ongoing support. We look forward to serving you.

Supplier FAQ: [click here.](#)
Training materials for Bidders and Suppliers: [click here.](#)

QUESTIONS: Team Georgia Marketplace
Procurement Helpdesk
Phone: 404-657-6000
procurementhelp@doas.ga.gov

- Your WorkCenter page displays News and Announcements which provides up-to-date information and links to Supplier resources.
- If you have any technical issues with the portal, you can reach out to the Procurement Help Desk by phone or email.

Maintain Company Information

Change My Password

Your WorkCenter

Links

- ▼ Maintain Company Information
 - Change My Password**
 - My User Profile
 - Company Profile
- ▼ Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - View Terms & Conditions
- ▼ News And Announcements
 - News and Announcements

Change Password

User ID MARGARET23

Margaret Robert

*Current Password

*New Password

*Confirm Password

Change Password

- Use Change My Password to change your current password.
- Enter your Current Password, New Password, Confirm Password then click Change Password.

My User Profile

Your WorkCenter

Links

- Maintain Company Information
 - Change My Password
 - My User Profile**
 - Company Profile
- Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - View Terms & Conditions
- News And Announcements
 - News and Announcements

General Profile Information

Margaret Robert

Password

[Change password](#)

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code:

Default Mobile Page:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example:12/31/2000)

To Date: (example:12/31/2000)

Workflow Attributes

☒ Email User ☒ Worklist User

Miscellaneous User Links

Email			Personalize	Find	First	1 of 1	Last
Primary Email Account	Email Type	Email Address					
<input checked="" type="checkbox"/>	Business	fs92tst@sao.ga.gov					

IM Information				Personalize	Find	First	1 of 1	Last
Protocol	XMPP Domain	UserID	Password					
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>					

[Save](#)

- When you log in for the first time after registration, come to My User Profile then click on the Change or set up forgotten password help link to create your security questions and answers.
- This is needed if you ever forget your password and want to use the Forgot My Password feature on the log in screen.
- If you do not have Security Questions and Answers created, you will have to call the Procurement Help Desk to get your password reset.
- Ser up your questions then click OK.
- Then click on Save.

Company Profile - Main

Your WorkCenter

Links

Maintain Company Information

- Change My Password
- My User Profile
- Company Profile**

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- View Terms & Conditions

News And Announcements

- News and Announcements

Main | Addresses | Contacts | Identifications

Welcome, [REDACTED]

User: [REDACTED]

Company URL

Bidder Status	Bidder Type
<input checked="" type="radio"/> Active <input type="radio"/> Inactive	<input checked="" type="radio"/> Business <input type="radio"/> Individual

Additional Information

Gross Annual Receipts:

Sm Disadvantaged Business Prog:

Number of Employees:

Veteran-Owned Small Business:

☒ Women-Owned Business
☒ Georgia Resident **
☒ Small Business *
☐ Not Applicable

** Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.
 * A small business is defined as a business that is independently owned and operated. In addition, such a business must either have fewer than 300 employees or less than \$30 million in gross receipts per year.

Main | Addresses | Contacts | Identifications

- When you log in for the first time after registration, come to your Company Profile.
- On the Main tab, confirm that the Additional Information section is populated, and the information is accurate.
- Make any needed changes and then click Save.

Company Profile – Addresses

Your WorkCenter

Links

- Maintain Company Information
 - Change My Password
 - My User Profile
 - Company Profile**
- Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - View Terms & Conditions
- News And Announcements
 - News and Announcements

Main | **Addresses** | Contacts | Identifications

Addresses Find | View All First 1 of 2 Last

☒ Main Address ☒ Ship To Address
☒ Bill To Address ☐ Invoice Address

Address Details

Country United States [Change Country](#)

*Address 1 200 Piedmont Ave South East

Address 2 West Tower - 1808

Address 3

*City Atlanta

County Fulton Postal 30334

*State GA [Georgia](#)

[Add a New Address](#) [Delete](#)

[Save](#)

[Main](#) | [Addresses](#) | [Contacts](#) | [Identifications](#)

- The addresses displayed under this tab are the addresses created during registration.
- If you need to add an additional address, click on the Add a New Address button.

Company Profile - Contacts

Your WorkCenter

Links

- Maintain Company Information
 - Change My Password
 - My User Profile
 - Company Profile
- Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - View Terms & Conditions
- News And Announcements
 - News and Announcements

Main | Addresses | **Contacts** | Identifications

User Information Find First 1 < 1 of 26 > Last

First Name SAO test test

Last Name CSC

Title

Email ID

Telephone Ext

Fax

*Address 1 Main Address

User ID DEFAULTBIDDER

Add Contact Delete

Save

Main | Addresses | Contacts | Identifications

- To add additional contacts, click on the **Contacts** tab.
- Click on **Add Contact**.
- Enter First Name, Last Name, Email ID, Telephone.
- At the Address field, click on the magnifying glass to select the address that this user is associated with.
- Enter a User ID for this contract. This is the User ID to be used by this contract to log into the eSupplier Portal.
- Click **Save**.

Company Profile - Identifications

Your WorkCenter

Links

Maintain Company Information

Change My Password

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News and Announcements

Main

Addresses

Contacts

Identifications

Note: Tax Identification Number (TIN) or Social Security Number (SSN) must be 9 digit numeric, no other characters are allowed.

There is no limit to the number of NIGP commodity codes that may be added. To add NIGP Codes Click the Add NIGP Codes Hyperlink. To Remove an NIGP Code click the Delete button at the end of desired row.

Standard ID Numbers

Personalize |

ID Type	ID Number
1 Tax Identification Number	

To add NIGP codes click the Add NIGP Codes Hyperlink. To delete a NIGP code check the Delete box, click the Delete button and Click Save. To update the NIGP commodity codes click the Save button prior to exiting. This applies to adding or deleting NIGP commodity codes.

Add NIGP Codes

Delete	SIC Code	Description
1 <input type="checkbox"/>	99998	DO NOT USE - Testing Only

Delete

- The Identifications tab has your tax id number that was used when you registered.
- Come here if you want to add more NIGP Codes to your profile. The more NIGP codes you have on your profile, the more email notifications you may receive.

Company Profile – Identifications – NIGP Codes

Bidder Search Help

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

Search Criteria

NIGP Code: Description:

SIC Codes - NIGP Find | | | First 1 of 1 Last

Select	SIC Code	Description
<input type="checkbox"/>		

- Enter a description of the NIGP code and click Search.
- The system will return a list of codes that match your search.
- Click the Select checkbox to add the NIGP Code(s) .
- When finished, click OK.
- Always be sure to click SAVE whenever you make changes to your Company Profile.

TGM – What's In It For Me?

